



**科目修讀豁免申請表格 (只適用於學歷課程)**  
**Application Form for Course Exemption (ABP only)**

請於填寫本表格前參閱背頁之「申請須知」。 Please read the "Notes for Application" overleaf before completing this form.

課程編號 Programme Code	
課程名稱 Programme Title	
申請豁免修讀之科目名稱 (本院之科目) Title of Course/Module Applied for Course Exemption (i.e. CUSCS courses)	
合資格申請修讀豁免之科目名稱* (其他院校之科目) Title of Course/Module Eligible for Course Exemption* (i.e. Courses offered by other educational institutions)	

\*最多兩科 Not more than two courses/modules

附件: 請連同學業成績單, 科目綱要及其他有關文件副本遞交申請。

Attachment(s): Please also attach copy of original academic transcript, course syllabus and any other supporting documents for application.

學號/註冊編號 (如未能提供學號/註冊編號, 請填上香港身份證號碼。)  
Student ID/Registration No. \_\_\_\_\_ (Please provide your HKID Card No. if your Student ID / Registration No. is not available.)

申請人英文姓名 (Mr./Miss/Ms./Mrs.)\*  
Name of Applicant (in English) \_\_\_\_\_

申請人中文姓名 (先生/小姐/女士/太太)\*  
Name of Applicant (in Chinese) \_\_\_\_\_

通訊地址  
Correspondence Address \_\_\_\_\_

(如選擇以郵寄方式收取收據, 請填上地址。 Please provide your address if you choose to receive the receipt by mail.)

聯絡電話 電郵地址  
Contact No. \_\_\_\_\_ E-mail Address \_\_\_\_\_

**繳費辦法 Method of Payment**

支票號碼 Cheque No. : \_\_\_\_\_

易辦事 EPS

信用卡 Credit Card

Visa  Master 信用卡號碼 Card No. \_\_\_\_\_ 有效日期 Expiry Date M M Y Y (有效期須半年或以上 Valid for at least 6 months)

持卡人姓名 Card Holder's Name \_\_\_\_\_ 發卡銀行 Card Issuing Bank \_\_\_\_\_

本人授權中大專業進修學院於上述信用卡支取申請費港幣  
I hereby authorise CUSCS to charge the credit card above for an application fee of HK\$ \_\_\_\_\_ (必須填寫 must fill in)

持卡人簽署 Card Holder's Signature \_\_\_\_\_ 日期 Date \_\_\_\_\_

如此科目未能成功獲得豁免, 本院會退回扣減行政費(港幣二百元正)後之申請費予申請人。退款安排需時約四至六星期, 並只能轉帳至以下所提供的戶口 (註:戶口名稱必須為學生本人):

The application fee with the deduction of an administrative fee (HK\$200) shall be refunded to the applicant for any unsuccessful application. The refund process will take about four to six weeks and will only be made to the bank account as below (Note :The account name should be the name of student):

戶口名稱 Account Name \_\_\_\_\_

銀行名稱 Name of Bank \_\_\_\_\_

戶口號碼 Account No. \_\_\_\_\_ / \_\_\_\_\_ (分行號碼 Branch) (戶口號碼 Account No.)

申請人簽署 Applicant's Signature \_\_\_\_\_ 日期 Date \_\_\_\_\_

\* 請刪去不適用者。 Please delete if inappropriate.

**For Official Use Only**

**To be completed by Administration Division**

Form Received on \_\_\_\_\_

Handled By \_\_\_\_\_

Cheque No. \_\_\_\_\_

Receipt No. \_\_\_\_\_

**To be completed by Programme Team**

(Programme Team is required to provide the checklist for PCE course exemption, copy of original academic transcript, course syllabus and any other supporting documents for approval.)

Verified by \_\_\_\_\_ (Name) \_\_\_\_\_ (Title) \_\_\_\_\_ (Date)

Recommend the course exemption

Not recommend the course exemption

Justification \_\_\_\_\_

\_\_\_\_\_  
Programme Director

\_\_\_\_\_  
Date

**To be completed by Registry**

Verified by \_\_\_\_\_ (Name) \_\_\_\_\_ (Title) \_\_\_\_\_ (Date)

(Remarks: \_\_\_\_\_)

Approve the recommendation

Not approve the recommendation

(Remarks: \_\_\_\_\_)

\_\_\_\_\_  
Associate Director (Academic Quality and Development)

\_\_\_\_\_  
Date

## 申請「科目修讀豁免」須知

1. 「科目修讀豁免」之申請必須於該課程開課前申請。
2. 本院待收到填妥之申請表格、有關文件及費用後，方可處理台端之申請。
3. 申請人可以最多兩科其他院校修讀科目申請豁免一科本院科目。
4. 如申請科目修讀豁免超過一個科目，請分別填寫申請表格。
5. 申請費為每科港幣五百元正。其中包括行政費港幣二百元正。如該科目未能成功獲得豁免，本院會退回扣減行政費後之申請費予學員。
6. 請把填妥表格，劃線支票或信用卡資料交回或郵寄至本院於「香港九龍尖沙咀漆咸道南39號鐵路大廈6樓」之總辦事處。
7. 繳費辦法：
  - (i) 支票付款  
申請人可郵寄劃線支票或銀行本票到本院，抬頭為「香港中文大學」。
  - (ii) 易辦事付款  
申請人可於遞交申請表格時，用本地銀行發出之提款卡於本院之報名中心以易辦事繳交費用。
  - (iii) Visa/萬事達卡  
請於申請表格內填寫持卡人姓名、信用卡號碼、有效日期、授權金額及簽署，並親臨或郵寄至本院辦理。
8. 如有查詢，請與本院教務組聯絡：  
電話：2209-0235 / 2209-0478 / 2209-0275  
傳真：2603-6565  
電郵：scs-registry@cuhk.edu.hk
9. 個人資料收集聲明：閣下在本表格內所提供的個人資料將供本院職員處理此申請之用。

## Notes for Application for Course Exemption

1. Application for Course Exemption should be applied before the commencement of the programme concerned.
2. Applications will be processed upon receipt of the completed application form, supporting documents and payment.
3. Applicants can use not more than two modules/courses taken at other educational institutions to apply for exemption of one CUSCS module/course.
4. Fill in separate forms if you want to apply for Course Exemption of more than one module/course.
5. The application fee should be HK\$500 per module. An administrative fee of HK\$200 is included. The application fee with the deduction of an administrative fee shall be refunded to the applicant for any unsuccessful application.
6. Completed applications should be sent to the School in person or by mail to the Head Office at "6/F, Railway Plaza, 39 Chatham Road South, Tsim Sha Tsui, Kowloon, Hong Kong."
7. Payment Method :
  - (i) Payment by Cheque  
Applicants may send a crossed cheque or bank draft made payable to "The Chinese University of Hong Kong".
  - (ii) Payment by EPS  
Applicants can make payment by EPS when they submit application forms at the School's Enrolment Centres.
  - (iii) Payment by Visa / Master Card  
The application form should include the card holder's name, card number, expiry date, authorised amount and card holder's signature.
8. For enquiries, you can contact the Registry by:  
Phone: 2209-0235 / 2209-0478 / 2209-0275  
Fax: 2603-6565  
E-mail: scs-registry@cuhk.edu.hk
9. Personal Data Collection Statement: The personal data provided in this form will be used by the School for the purpose of processing this application.